CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2020-516 – Approving a contract with SFS Architecture to complete a study of Memorial Hall.

MEETING DATE
July 6, 2020

ORIGINATING DEPT
Finance

ATTACHMENTS
CB 2020-516 Ordinance; Exhibit "A" SFS Architecture Contract; SFS Architecture Bid Response; City of Joplin RFP; Summary of Scores and Comments

REVIEWED BY
Department Head: Leslie Haase; Parks Director: Paul Bloomberg; City Attorney: Peter Edwards; City Manager: Nick Edwards

SUMMARY
This Council Bill approves a contract with SFS Architecture to complete a study of Memorial Hall.

BACKGROUND
The ½-cent parks/stormwater sales tax is set to expire on March 31, 2022. With voter approval, the August 2021 election will allow this tax to continue without interruption. As such a tentative timeline has been established and provided to the City Council at a previous work session. For past sales tax initiatives, staff has compiled a master plan or a needs listing as a start to the process. Council then appointed a citizen's task force to review the needs, present a final recommended project list to the council and serve to educate and garner public support for the initiative.

The stormwater master plan will be complete this fall. While the parks department has been working on the needs listing, there are two areas that require a broader assessment of the options. At a work session in February, staff presented the framework for two RFP's to provide the needed assessment of Memorial Hall and Ewert Pool in order to include these two items in the parks needs listing for the renewal. After much discussion, staff prepared the RFP's and City Council reviewed the final drafts. The RFP's were issued on April 24th with a due date of May 29th. The City staff recently completed its assessments of the bids as well as interview evaluations with the bid finalists. This is a summary of the bid evaluation process.

Summary of Bid Process:
The following fourteen bids were received in response to the Memorial Hall Study RFP:

- A3G Architects
- Agile Group
- CSL
- DLR/CGA Group

- Hastings Chivetta
- HGA
- Hunden Strategic Partners
- HVS
- Johnson Consulting
- Marvel Architects
- RDG
- Sapp Design
- SFS Architecture
- Theatreprojects

A city staff team was assembled to assess the bids as set forth in the RFP. The initial team was Paul Bloomberg, Jake Cowen, David Hertzberg, Dan Johnson, Patrick Tuttle and Leslie Haase. The bids were assessed as follows:

25% Methodology - that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.

25% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.

10% References – will be based on references submitted as part of RFP but can include clients not submitted.

30% Cost of proposal – must contain a cost for the requested scope of work in a "not to exceed" amount.

10% Staff - capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.

Each staff member independently evaluated the bid responses and scored them based on the above criteria. A summary of the preliminary scores and detailed comments related to the scores is attached for your review. From the total preliminary scores, the finalists were chosen for finalist interviews as described in the RFP. The top five bidders were chosen for the Memorial Hall Study, which consisted of CSL, DLR/CGA Group, Hunden Strategic Partners, Johnson Consulting, and SFS Architecture.

Finalist Process Summary:

Finalist interviews for Memorial Hall were held on Thursday, June 11th. The city staff team that participated in the finalist interviews was Paul Bloomberg, Jake Cowen, David Hertzberg and Leslie Haase. A listing of questions was provided to each finalist prior to their presentation. The finalists were asked to address the questions in their presentations and each team was given 30 minutes to present, with 15 minutes for questions. The presentations occurred as a mixture of in-person and virtual meetings.

City staff scored the finalist presentations on a 50-point basis with 20 points for methodology, 15 points for experience and 15 points for staff. Each staff member independently scored each finalist. A summary of the final scores and detailed comments related to the final scores is attached for your review. SFS Architecture had the highest final score for the Memorial Hall Study and has submitted the best overall bid. The contract price will not be less than $120,000.00 and not more than $165,000.00.

FUNDING SOURCE
This item is included in the parks/stormwater sales tax budget.

RECOMMENDATION
Staff recommends approval of this council bill on an emergency basis in order to meet the timeline for the sales tax renewal effort.